CargoSmart User Guide-COSCON Shipping Instruction

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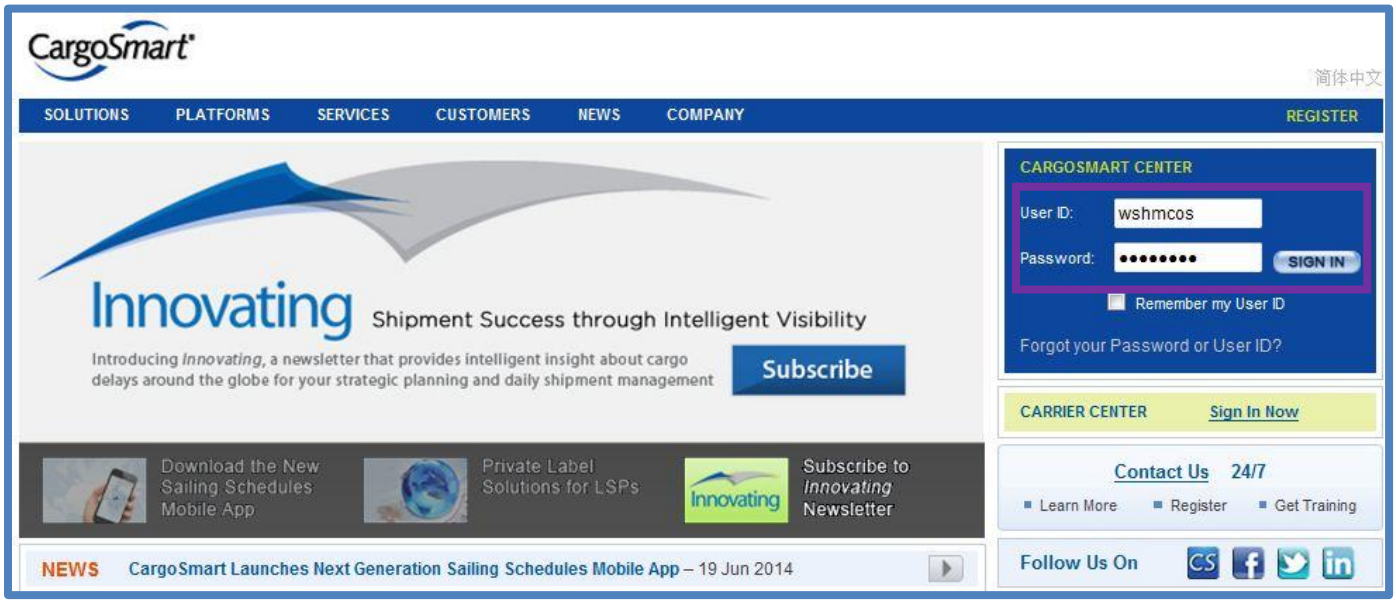
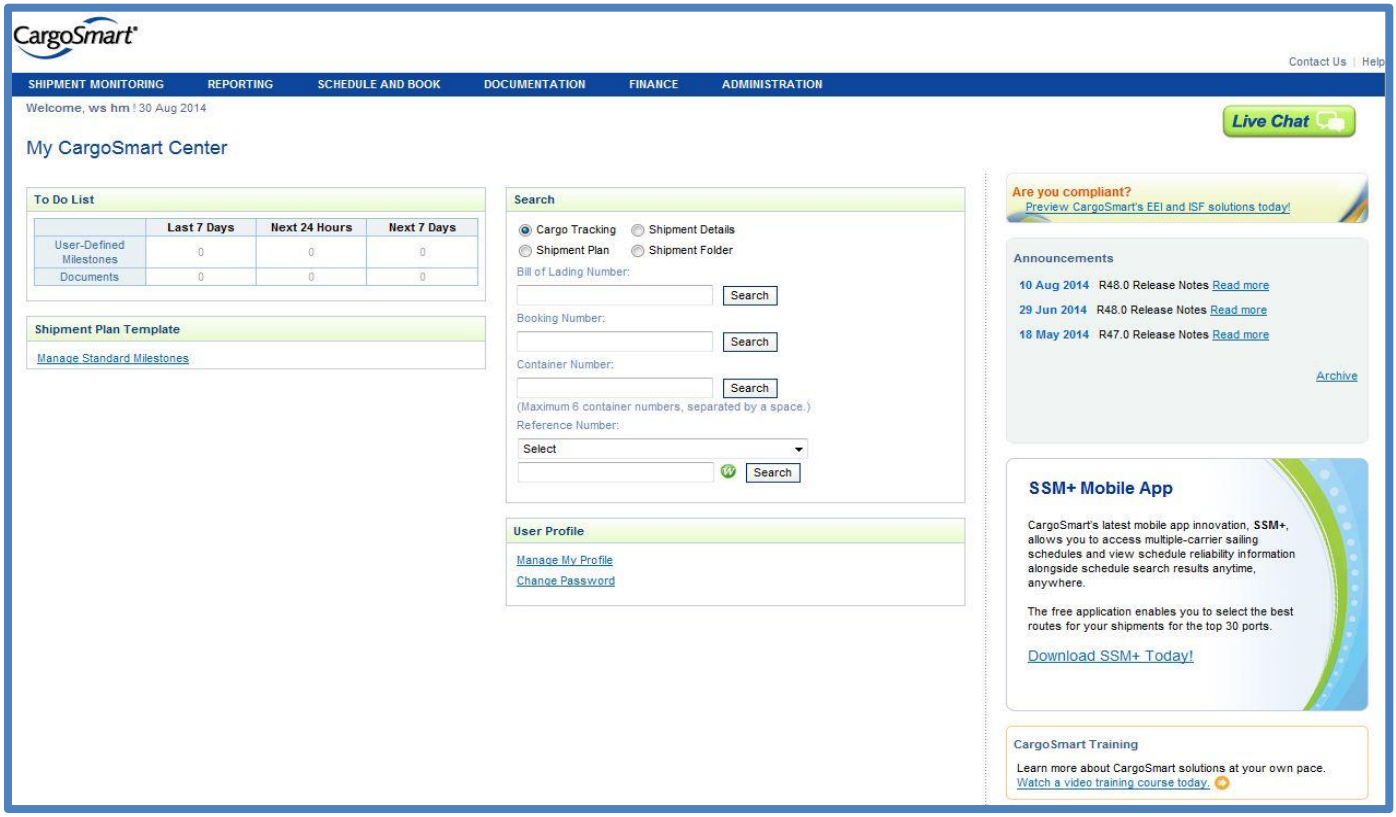
CargoSmart Website: www.cargosmart.com

System Requirements： http://cargosmart.com/en/company/faq.htm#sysreq

Please input your user ID and password and login “My CargoSmart Center”



The home page of My CargoSmart Center is shown as below:



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1. **How to submit the Shipping Instruction from My CargoSmart Center?**
   - Click on the party menu "DOCUMENTATION" -> "Shipping Instructions"->"Shipping Instructions Submission" to open the SI submission page.

2. **Click on the "Details" tab, input the required information. (Notes: * is mandatory field)**

Step 1: Select the carrier as COSCON from the drop down list.

Step 2: Input a Booking Number and click on "Add" button.

- ✓ If booking confirmation is returned from carrier, booking confirmation details will be populated in the SI form.
- ✓ If no booking confirmation is returned from carrier, booking details need to be inputted manually.
- How to combine multiple bookings into one SI?
  You can combine bookings by adding another booking number if needed, all the containers will be placed in one Shipping Instruction.
- How to split one booking into multiple SIs?

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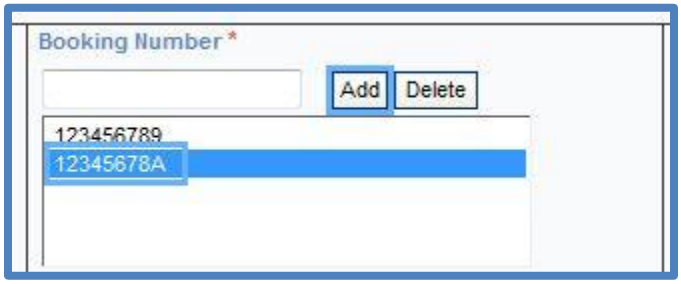
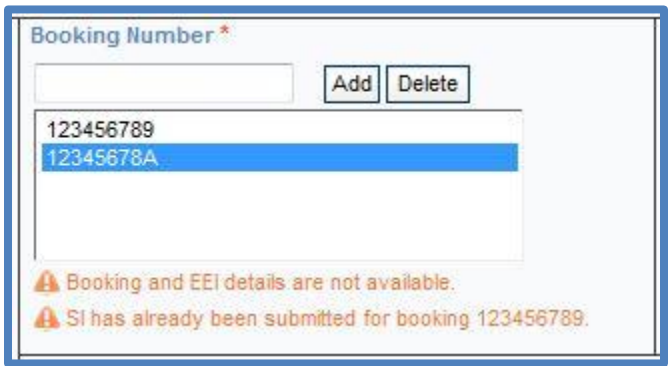
For the "split bill" function, you can create more than one Shipping Instruction against the same booking number, choosing which containers to include or exclude.

- How to remove a booking number from the SI?
  You could select the Booking Number, Click Delete



After the booking number is added, there might be warning messages:



- Booking and EEI details are not available: This message indicates there is no booking confirmation message received from the carrier and the EEI has not been submitted. If the booking number is correct, user can proceed the SI submission by manual input.
- SI has already been submitted for booking 123456789: This message indicates that the booking number had been used for SI submission.
  - Please double check the booking number and input the correct number if needed.
  - Or if it is for split booking case submission, user can proceed.
    - ✓ Please add an additional letter for the booking number to distinguish the split SI.
    - ✓ For example 123456789A，123456789B, etc.

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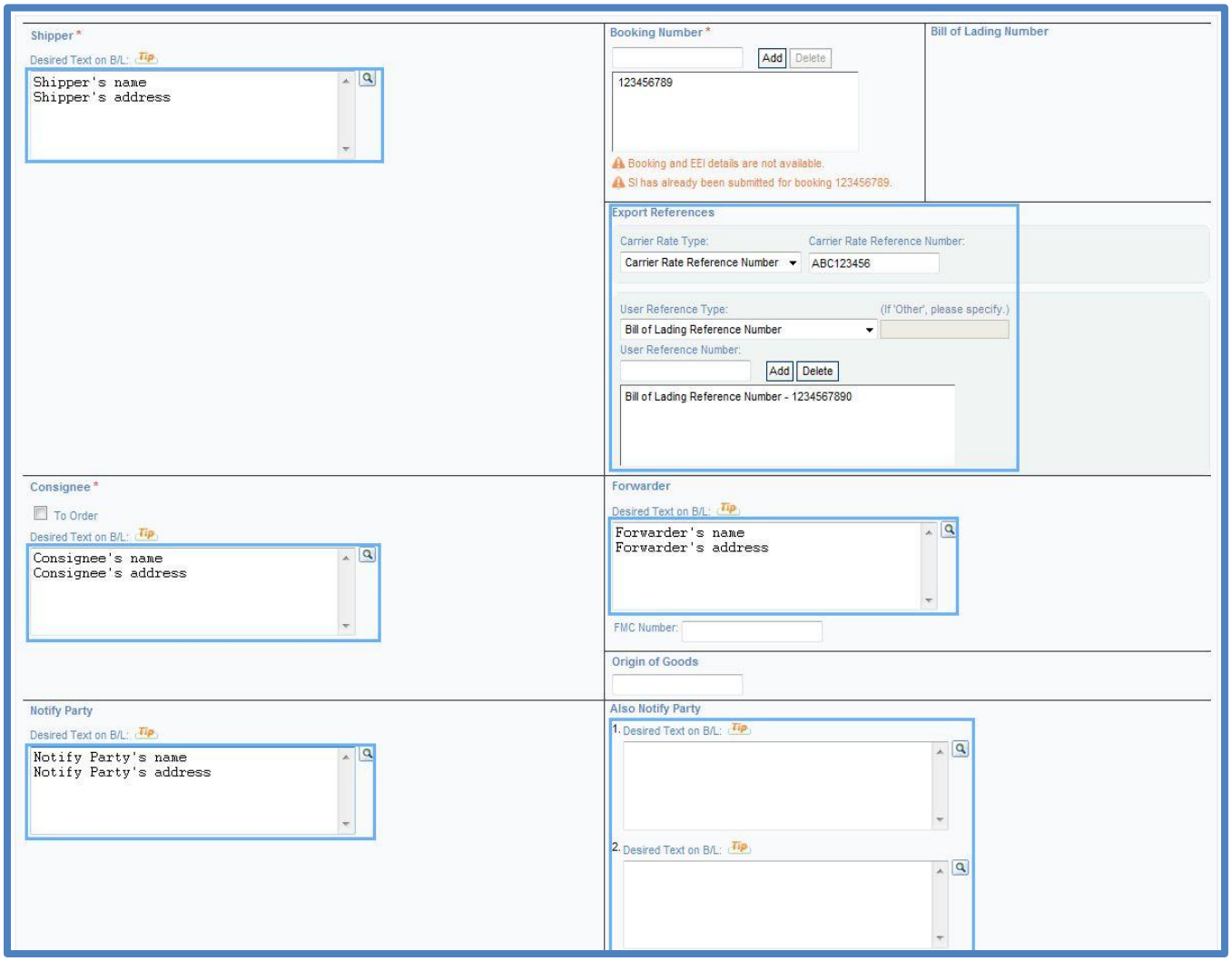
Step 3: Provide/add parties –e.g. Shipper, Consignee, Notify Party and Also Notify Party.

- ✓ After entering Booking Number, all party information will be brought forward from the booking.
- ✓ User can verify the information and see if it matches the BL requirement or not.
- ✓ Modify the shipment party information if necessary.



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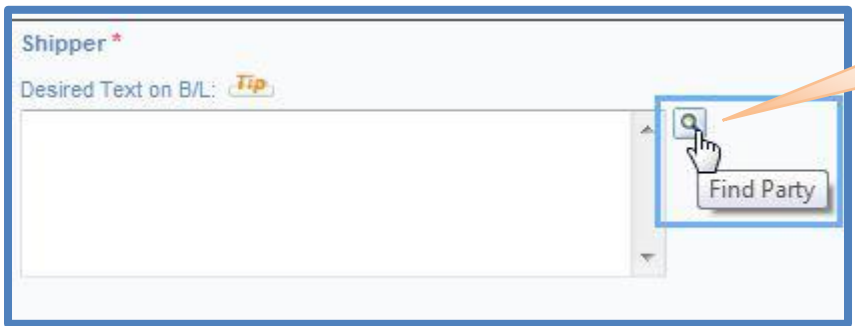
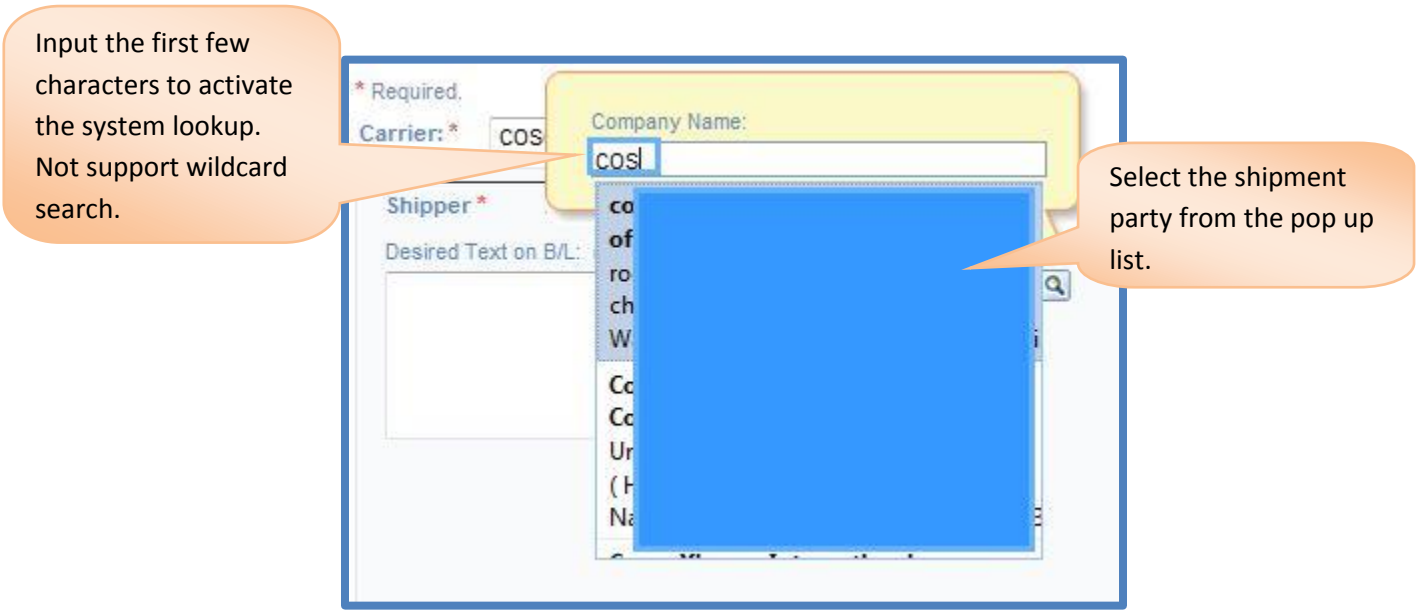
✓ If there is no booking confirmation available, then the SI submission page is blank. You can input the shipment party information via below:

- Manually input the shipment party information.
- Find the party information by using the find party icon , the shipment party information can be retrieved from system.

Notes: The shipment party information is retrieved from the previous submitted SI records.




Input the first few characters to activate the system lookup. Not support wildcard search.
* Required.
Carrier: *
COS
Company Name:
COS
Shipper *
Desired Text on B/L:
Select the shipment party from the pop up list.

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Step 4: **Input the vessel voyage, POL, POD and Traffic Mode**

- ✓ If booking confirmation is available, all related information would pop up on the page.
- ✓ User can verify the information and see if it matches the BL requirement or not.
  - If it is matched with the BL requirements, move to the next step.
  - If it is not matched with the BL requirements, user can modify the information directly on the page.

- ✓ If booking confirmation is not available, user need to input the information manually.
- ✓ Traffic Mode need to be selected as “FCL/FCL”.

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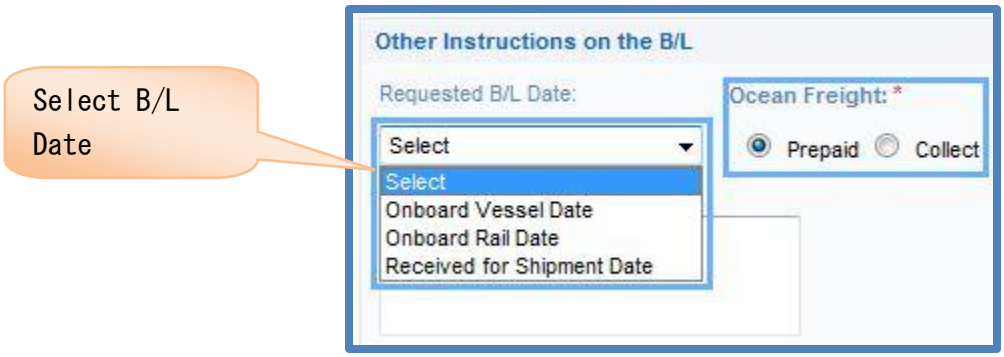
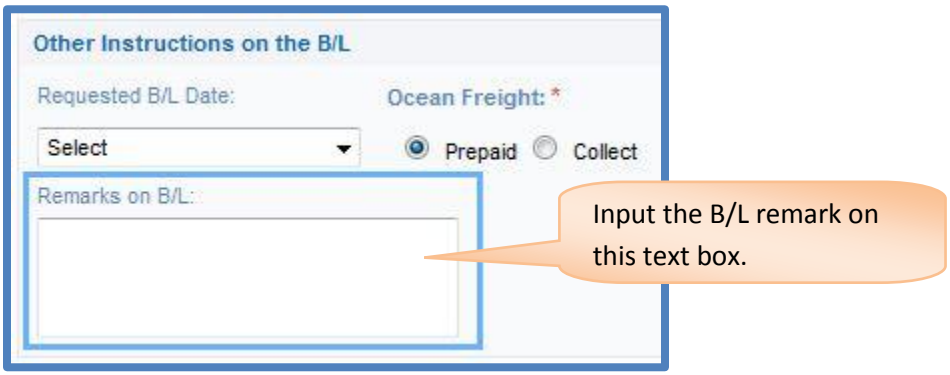
Step 5: Other Instructions on the B/L

- ✓ Select B/L Date
- ✓ Select Ocean Freight



- ✓ Remark on B/L
  - For the purpose that user need to input additional information for the B/L



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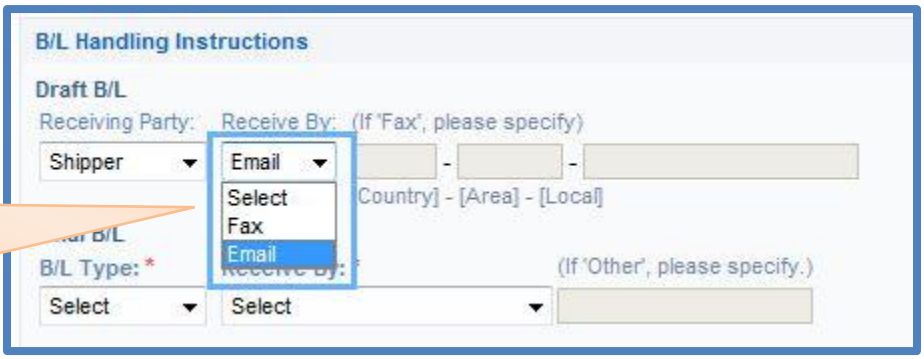
Step 6: B/L Handling Instructions

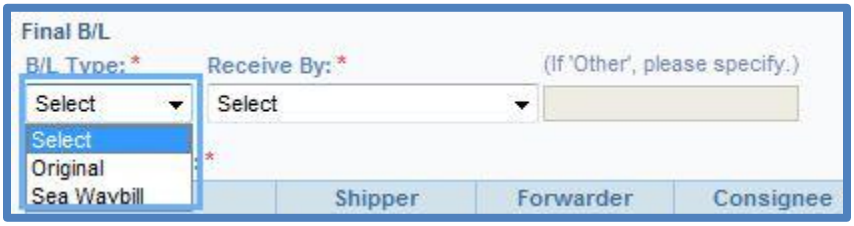
- ✓ Draft B/L Receiving Party and Receive By
- ✓ If the Receive By is via Email, then user needs to specify the email address in the other instructions on the B/L.

Select Draft B/L receiving party from the list.

Select the way that the Draft B/L would be sent.



- ✓ Final B/L handling
  - Select the B/L type and Receive By.
  - If the Receive By is selected to be "Others", please specify the details.



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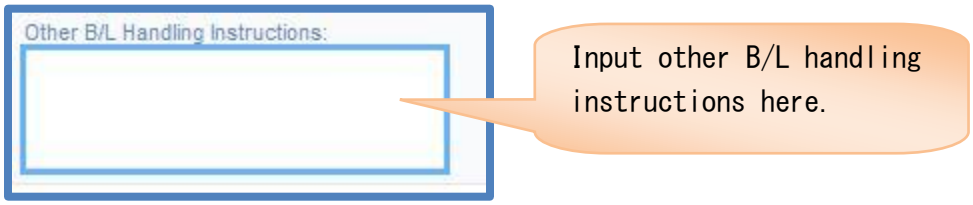
- ✓ B/L Distribution. Please specify the B/L type and number of copy for each shipment party.

B/L Distribution: *

	Shipper		Forwarder		Consignee		Notify Party		Also Notify Party
	Original	Copy	Original	Copy	Original	Copy	Original	Copy	Copy
Non-Freighted	3	3			-		-		
Freighted (All Charges)					-		-		
Freighted (Prepaid Only)					-		-		
Freighted (Collect Only)					-		-		

- ✓ Other B/L Handling Instructions
  - If it is a Tele Released B/L, please specify the B/L type and the distribution number, and indicate on the handling instructions text box for Tele-Released.



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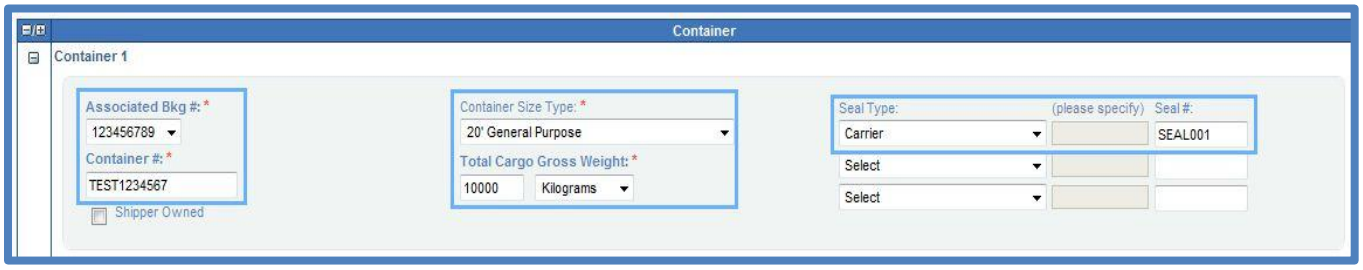
3. **When the Details tab is completed, user can click on the “Container and Cargo” tab to input the container and cargo information.**

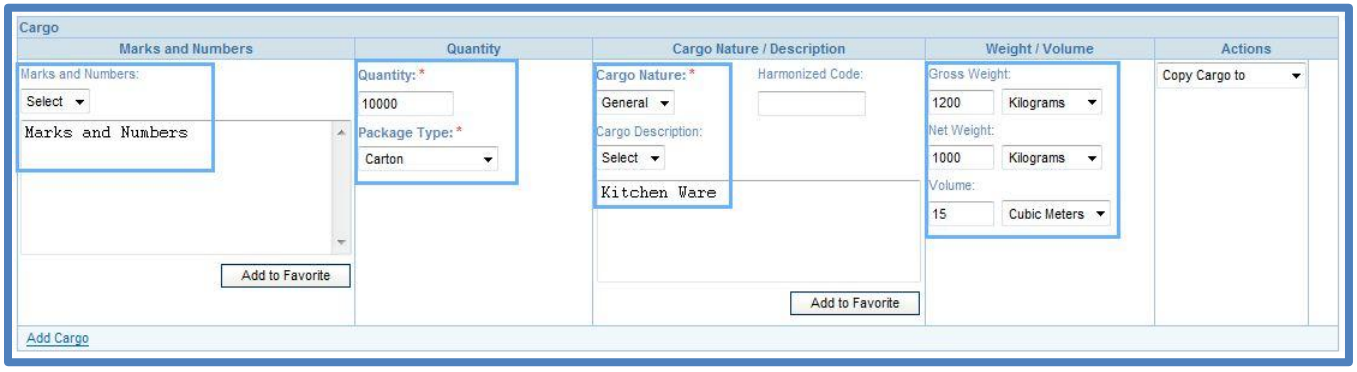
Step 1: Input container information

- Select the corresponding booking number for this container.
- If the available booking confirmation message has the container information, system would pop up on the page. User need to verify the information to proceed or manual input if necessary.
- Select container size type from the drop down list.
- Input the cargo gross weight.
- Select the seal type and input the seal number.



Step 2: Input the cargo information

- Input Marks and Numbers
- Input cargo quantity and select the package type from the drop down list
- Select cargo nature from the list
- Input the cargo weight and volume accordingly.



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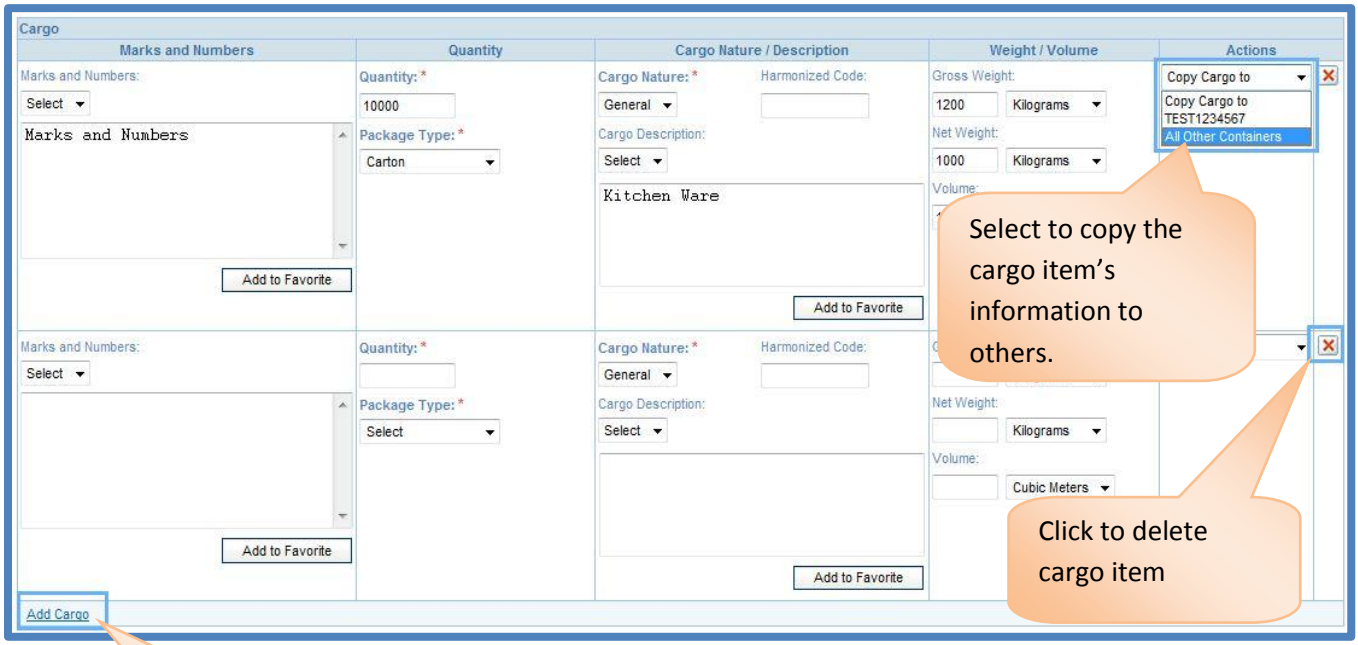
✓ How to add or delete cargo information for a container?

- Click on the hyper link “Add Cargo” to add a new cargo item onto this container.
- User can select from the “Action” column as copy cargo to other containers, and this cargo item’s information would be copied to other specified cargo items.
- Click on the button to delete any unnecessary cargo items.



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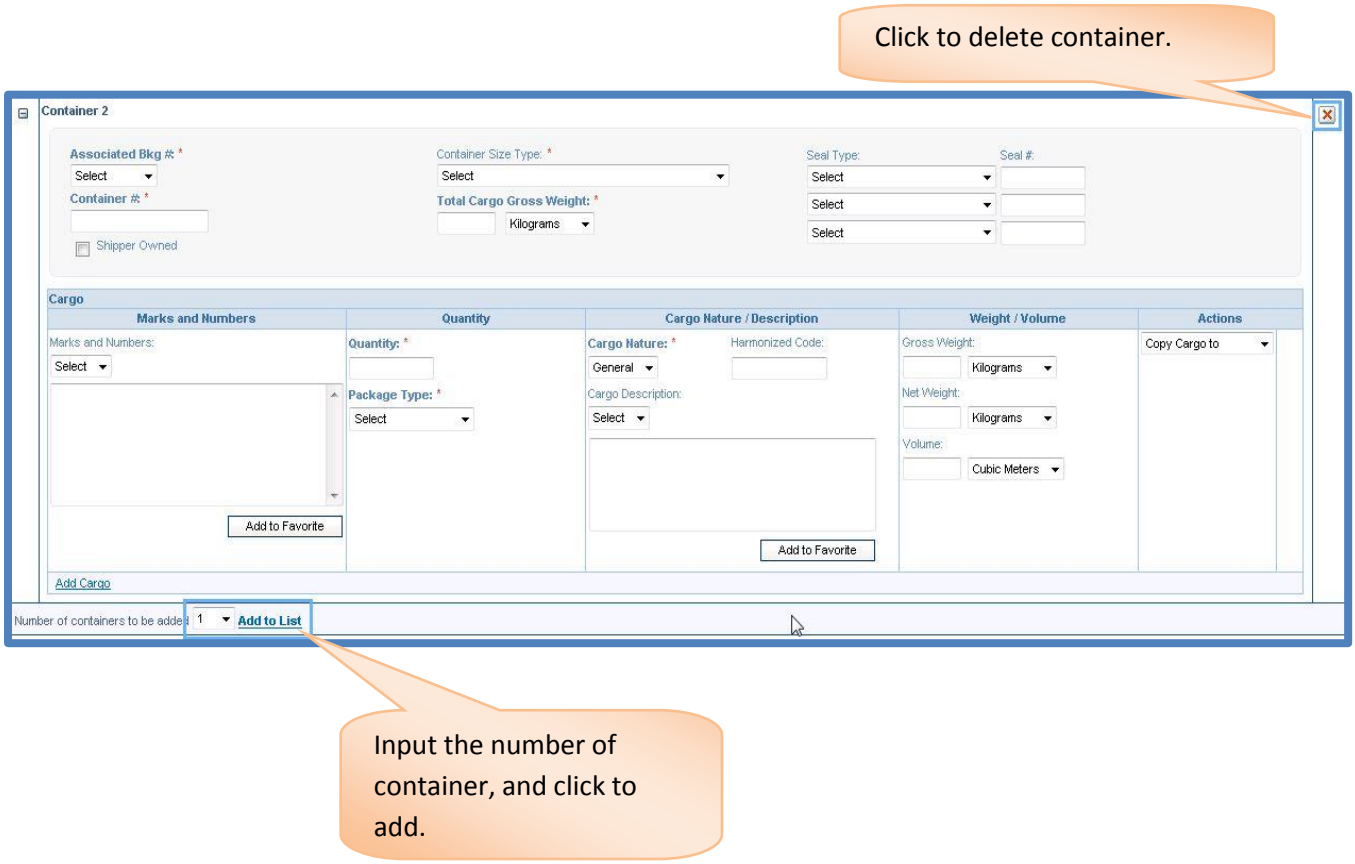
✓ How to add or delete a container for SI submission?

- Select for how many containers that you need to add from the drop down list.
- Click on the hyperlinked “Add to List”.
- User can copy the cargo information from the other containers or manual input.
- Click on to delete unnecessary container.



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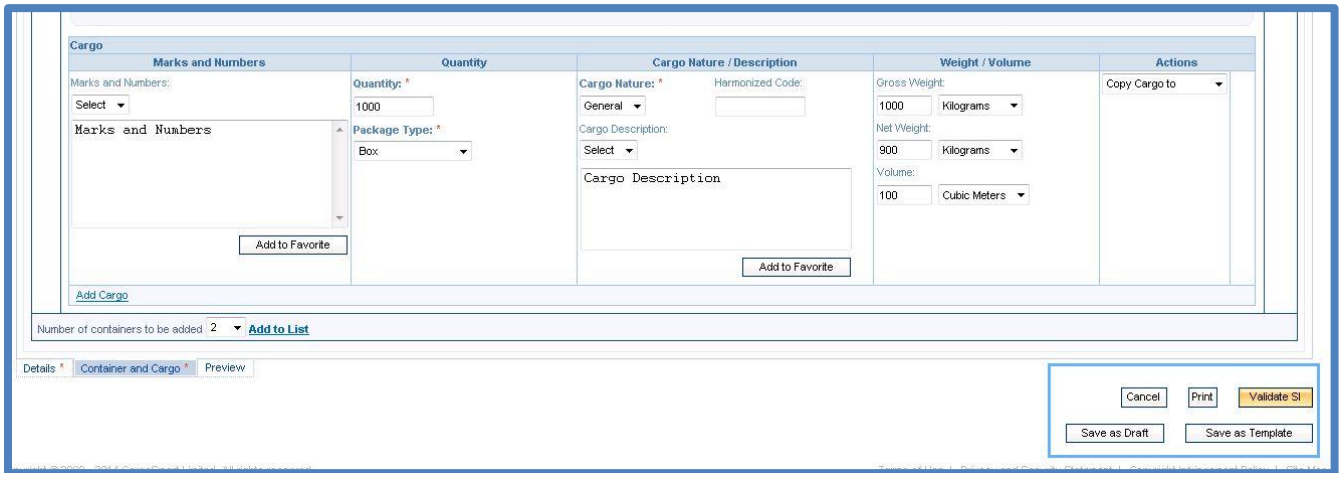
Step 3: User can click on the validate SI button to proceed SI submission



- ✓ If user needs to cancel the SI, please click on the "Cancel" button.
- ✓ If user needs to print out the SI on paper, please click on the button "Print".
- ✓ There are two options for user to save the SI for late submission or modification.
  - Click "Save as Draft" – save the SI as draft if user can not submit SI at this moment.
  - Click "Save as Template" – Save as template, which can be used as template for future submission.

- ✓ If user needs to submit the SI, please click on the "Validate SI" button.
- ✓ In addition, user can click on the Preview tab to verify SI information before it is sent out.

Shipping Instructions Submission
Details *
Container and Cargo *
Preview
Preview the inputted SI details to check for anything missing or not.

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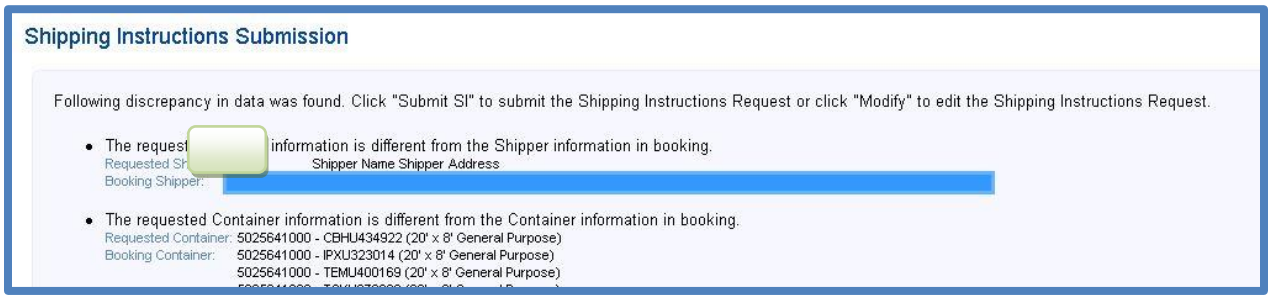
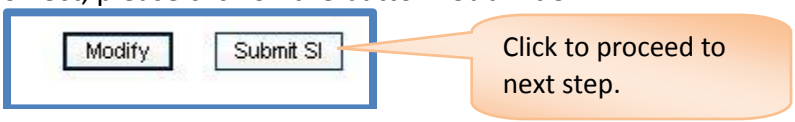
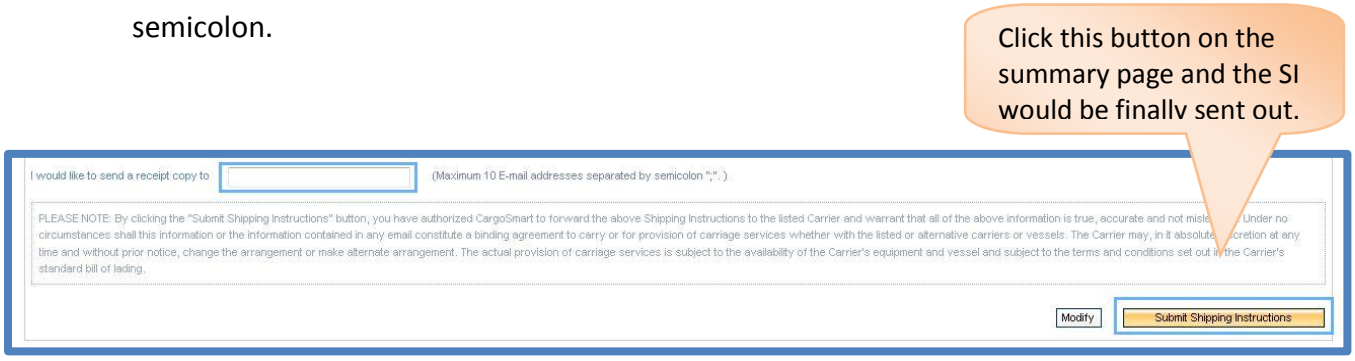
Note 1: Once user clicked on the "Validate SI" and if the SI information is not match with the received Booking Confirmation message, there will be a system warning as below:


Shipping Instructions Submission
Following discrepancy in data was found. Click "Submit SI" to submit the Shipping Instructions Request or click "Modify" to edit the Shipping Instructions Request.
information is different from the Shipper information in booking.
Shipper Name Shipper Address
Booking Shipper:
The requested Container information is different from the Container information in booking.
Requested Container: 5025641000 - CBHU434922 (20' x 8' General Purpose)
Booking Container: 5025641000 - IPXU323014 (20' x 8' General Purpose)
5025641000 - TEMU400169 (20' x 8' General Purpose)

- ✓ Click on modify button if there is the need to revise the SI.
- ✓ Or, if the SI information is correct, please click on the button "Submit SI".



- ✓ After user clicking on the Submit SI button, the page will be directed to Shipping Instruction Summary page.
- ✓ At this stage, the SI has not been sent out to ocean carriers yet. User can still check the SI information and modify if necessary.
- ✓ If any third party needs to be informed for the SI submission, user can input the email address in the text box with a maximum of 10 email addresses separated by semicolon.


Click this button on the summary page and the SI would be finally sent out.
I would like to send a receipt copy to
(Maximum 10 E-mail addresses separated by semicolon ";".)
PLEASE NOTE: By clicking the "Submit Shipping Instructions" button, you have authorized CargoSmart to forward the above Shipping Instructions to the listed Carrier and warrant that all of the above information is true, accurate and not misle
Under no circumstances shall this information or the information contained in any email constitute a binding agreement to carry or for provision of carriage services whether with the listed or alternative carriers or vessels. The Carrier may, in it absolute discretion at any time and without prior notice, change the arrangement or make alternate arrangement. The actual provision of carriage services is subject to the availability of the Carrier's equipment and vessel and subject to the terms and conditions set out in the Carrier's standard bill of lading.
Modify
Submit Shipping Instructions

Note 2: Once user click on the "Validate SI" button, if there is not corresponding booking confirmation message is available in the system, it will be directed to the SI summary page. And user can click on the Submit Shipping Instructions to send the SI to ocean carrier.

- ✓ After the SI is sent to ocean carrier, user can still:
  - Click on the print button to print out the submitted SI.
  - Click on Done button and back to My CargoSmart Center home page.

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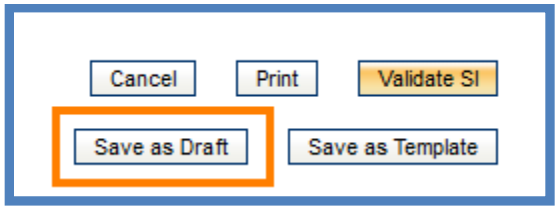
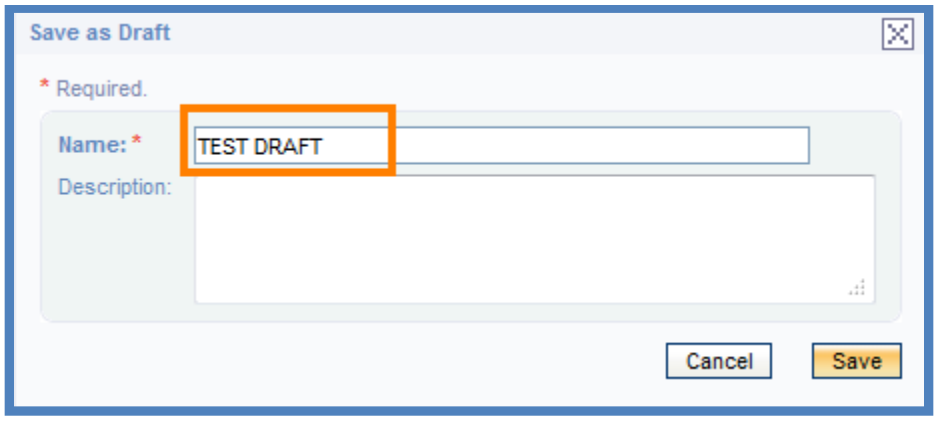
The Use of Drafts, Templates, Search and E-mail Subscriptions

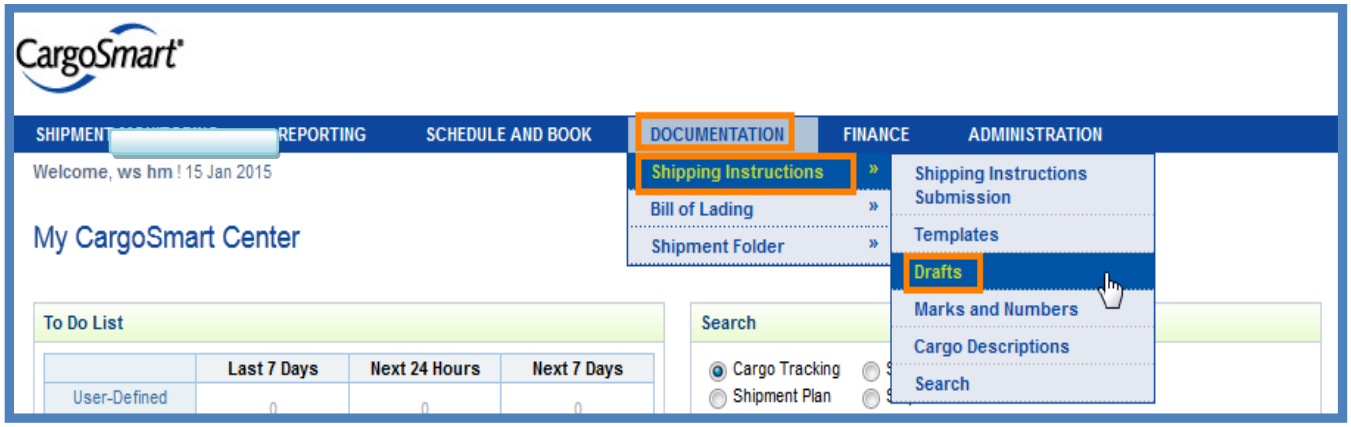
1. Drafts

- ✓ If you do not want to submit the SI immediately, you can click **Save as Draft** on SI submission page.





- ✓ You can retrieve the SIs you saved by clicking **Drafts**.



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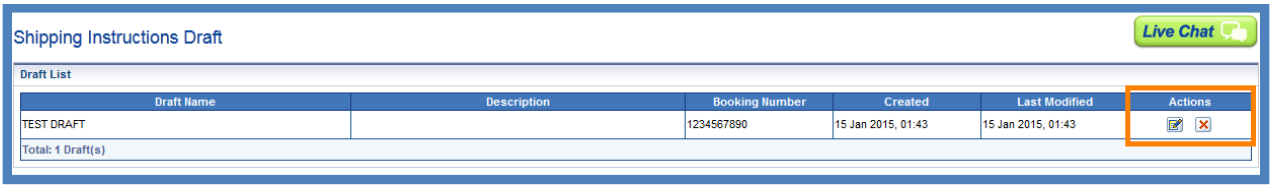
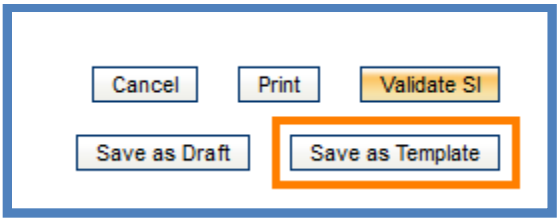
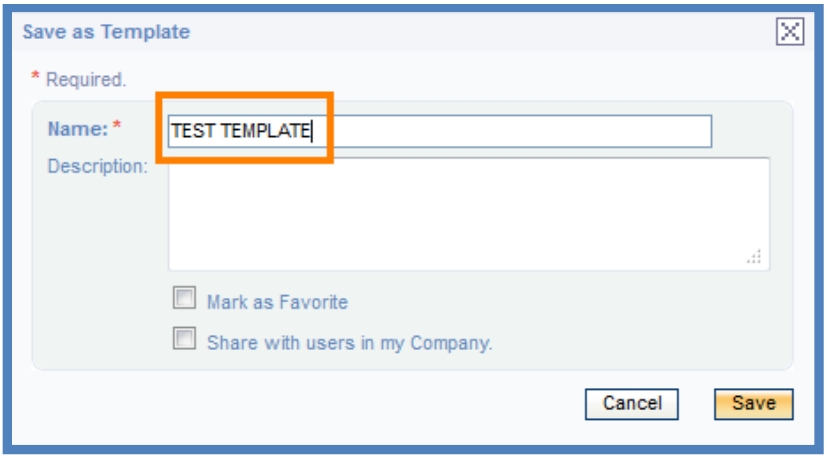
- ✓ You can click to proceed the modification or submission for the Shipping Instruction details, or click to delete the draft.



2. Templates

- ✓ If the SIs that you submitted is for routine shipments, you can click **Save as Template** on SI submission page to save it as a template for future usage.





- ✓ If the option **Mark as Favorite** is checked when the SI is saved as template, user can get the template directly on a new SI submission page.

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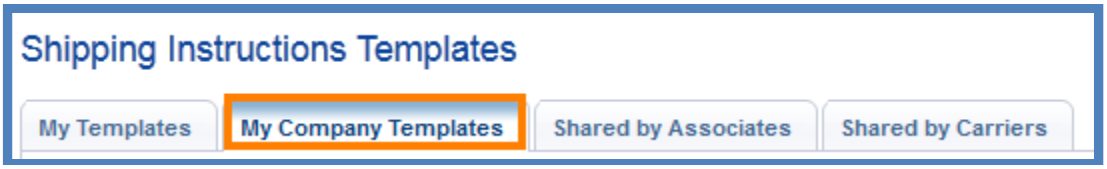
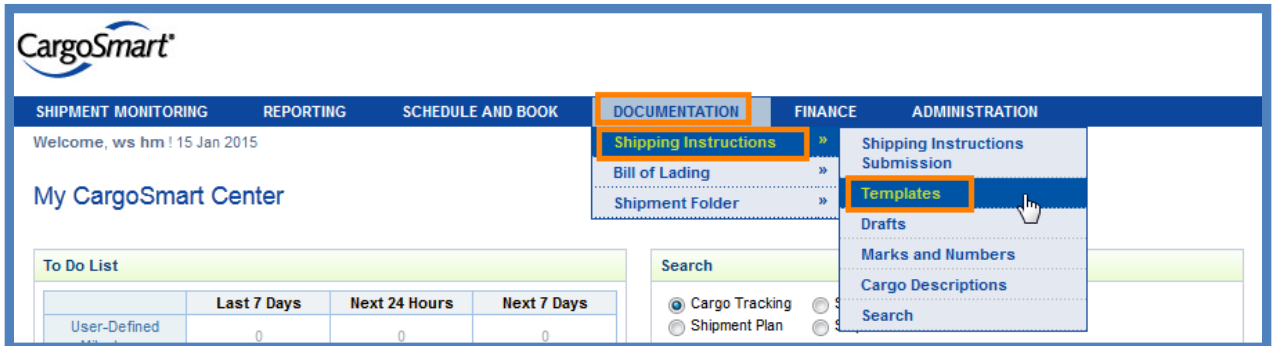
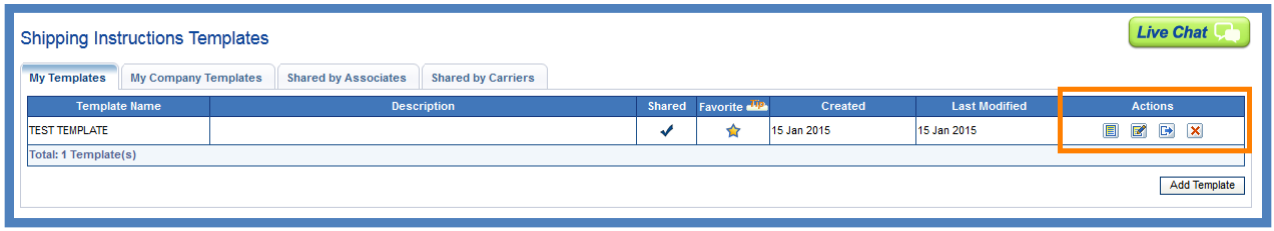
✓ If the option **Share with users in my Company** is checked when the SI is saved as template, the other users in your company can use the shared templates directly to submit a new SI.



✓ You can search for the saved templates by clicking **Templates**.





✓ You can process the saved templates via below buttons.

View Template

Modify Template

Copy to New SI

Delete Template

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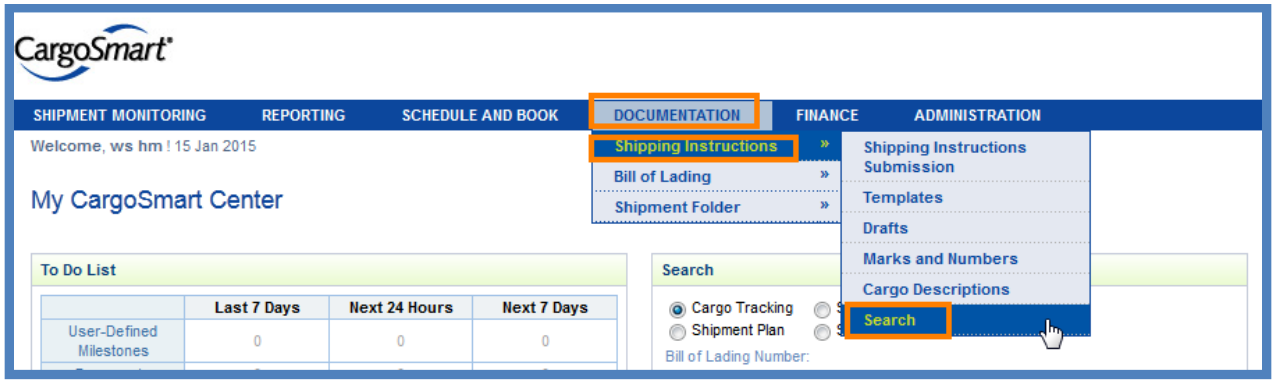
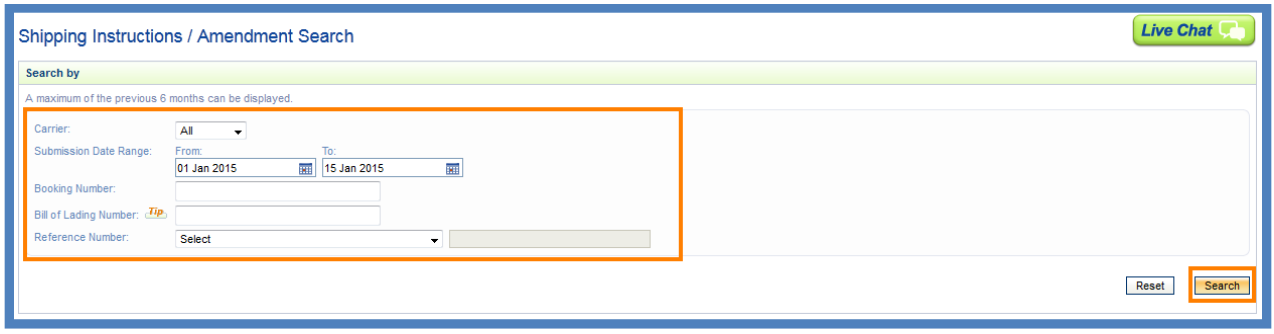
Meanwhile, you can click **Add Template** button to create a new SI template.

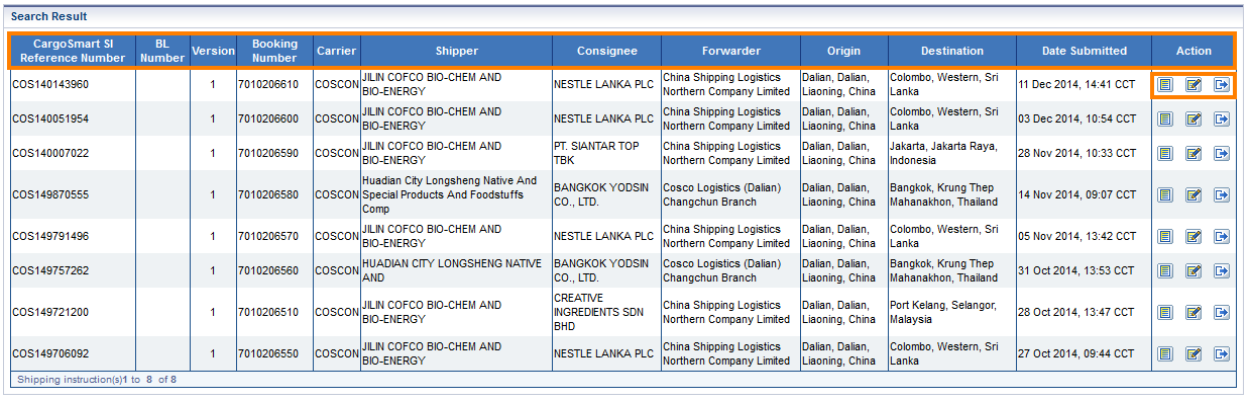
3. Search

- ✓ You can search for the submitted SIs by search function.



- ✓ Click search button after inputting search criteria (Notes: only SIs within previous 6 months can be displayed)





Search Result

CargoSmart SI Reference Number	BL Number	Version	Booking Number	Carrier	Shipper	Consignee	Forwarder	Origin	Destination	Date Submitted	Action
COS140143960		1	7010206610	COSCON	JILIN COFCO BIO-CHEM AND BIO-ENERGY	NESTLE LANKA PLC	China Shipping Logistics Northern Company Limited	Dalian, Dalian, Liaoning, China	Colombo, Western, Sri Lanka	11 Dec 2014, 14:41 CCT	
COS140051954		1	7010206600	COSCON	JILIN COFCO BIO-CHEM AND BIO-ENERGY	NESTLE LANKA PLC	China Shipping Logistics Northern Company Limited	Dalian, Dalian, Liaoning, China	Colombo, Western, Sri Lanka	03 Dec 2014, 10:54 CCT	
COS140007022		1	7010206590	COSCON	JILIN COFCO BIO-CHEM AND BIO-ENERGY	PT. SIANTAR TOP TBK	China Shipping Logistics Northern Company Limited	Dalian, Dalian, Liaoning, China	Jakarta, Jakarta Raya, Indonesia	28 Nov 2014, 10:33 CCT	
COS149870555		1	7010206580	COSCON	Huadian City Longsheng Native And Special Products And Foodstuffs Comp	BANGKOK YODSIN CO., LTD.	Cosco Logistics (Dalian) Changchun Branch	Dalian, Dalian, Liaoning, China	Bangkok, Krung Thep Mahanakhon, Thailand	14 Nov 2014, 09:07 CCT	
COS149791496		1	7010206570	COSCON	JILIN COFCO BIO-CHEM AND BIO-ENERGY	NESTLE LANKA PLC	China Shipping Logistics Northern Company Limited	Dalian, Dalian, Liaoning, China	Colombo, Western, Sri Lanka	05 Nov 2014, 13:42 CCT	
COS149757262		1	7010206560	COSCON	HUADIAN CITY LONGSHENG NATIVE AND	BANGKOK YODSIN CO., LTD.	Cosco Logistics (Dalian) Changchun Branch	Dalian, Dalian, Liaoning, China	Bangkok, Krung Thep Mahanakhon, Thailand	31 Oct 2014, 13:53 CCT	
COS149721200		1	7010206510	COSCON	JILIN COFCO BIO-CHEM AND BIO-ENERGY	CREATIVE INGREDIENTS SDN BHD	China Shipping Logistics Northern Company Limited	Dalian, Dalian, Liaoning, China	Port Kelang, Selangor, Malaysia	28 Oct 2014, 13:47 CCT	
COS149706092		1	7010206550	COSCON	JILIN COFCO BIO-CHEM AND BIO-ENERGY	NESTLE LANKA PLC	China Shipping Logistics Northern Company Limited	Dalian, Dalian, Liaoning, China	Colombo, Western, Sri Lanka	27 Oct 2014, 09:44 CCT	

Shipping instruction(s)1 to 8 of 8

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- The bars in search result indicate information as below:
  - ✓ **CargoSmart SI Reference Number**, when SI is submitted successfully, CargoSmart will generate a reference number automatically for user to check the details
  - ✓ **Version,** the version of SI submission, e.g. first submission would be version 1
  - ✓ **Booking Number**, the booking number on the SI
  - ✓ **Carrier**, the carrier selected on the SI
  - ✓ **Shipper**, **Consignee, Forwarder**, parties information on the SI
  - ✓ **Origin**, Place of Receipt on the SI
  - ✓ **Destination**, Destination on the SI
  - ✓ **Date Submitted**, the date and time when the SI is submitted
  - ✓ **Action**, user can modify and copy to new SI by clicking the buttons below:

    View SI details

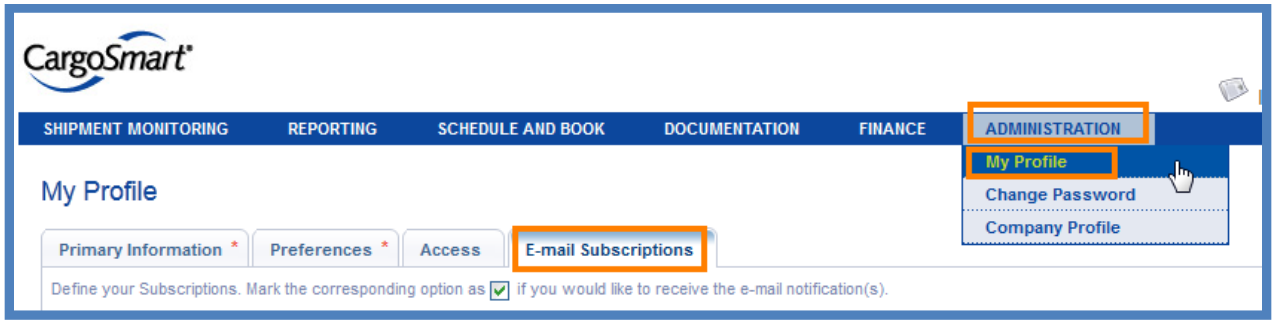
    Modify submitted SI

    Copy to New SI, which is similar to the use of templates

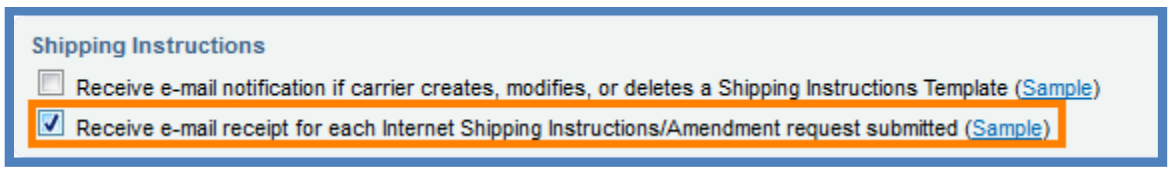
(Notes: you can modify SI before SI Cutoff, but need to inquire carrier after SI Cutoff)

4. E-mail Subscriptions

✓ You can subscribe to e-mail notification via **My Profile**.



You can select below option to receive e-mail receipt for SIs/Amendment request submitted.


Shipping Instructions
Receive e-mail notification if carrier creates, modifies, or deletes a Shipping Instructions Template (Sample)
Receive e-mail receipt for each Internet Shipping Instructions/Amendment request submitted (Sample)

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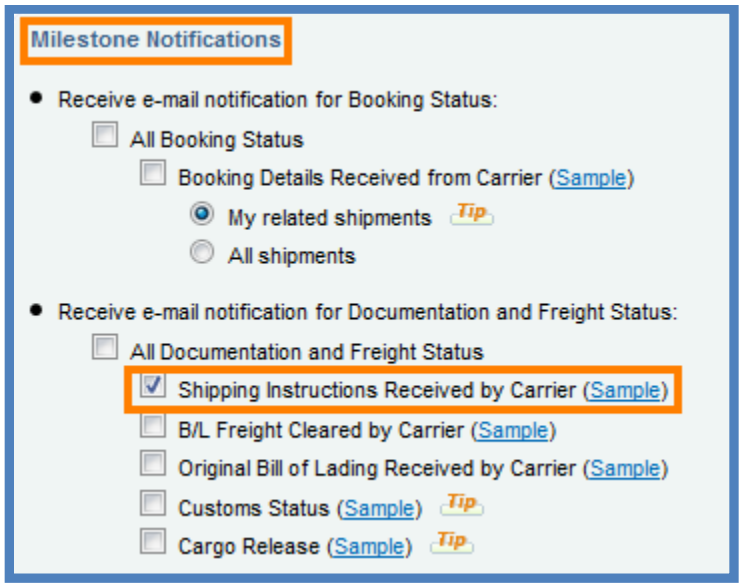
You can select below option to receive e-mail notification if SI is received by carrier.


Milestone Notifications
Receive e-mail notification for Booking Status:
All Booking Status
Booking Details Received from Carrier (Sample)
My related shipments
Tip
All shipments
Receive e-mail notification for Documentation and Freight Status:
All Documentation and Freight Status
Shipping Instructions Received by Carrier (Sample)
B/L Freight Cleared by Carrier (Sample)
Original Bill of Lading Received by Carrier (Sample)
Customs Status (Sample)
Tip
Cargo Release (Sample)
Tip

Click **Save** to save the setting.

***** All Steps Completed *****

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